

LICENSE AGREEMENT
BETWEEN
MONTGOMERY COUNTY, MARYLAND
AND
ALL SAINTS ALL DAY CHILD CARE CENTER, INC.

DATE: 10/13/03

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LICENSE AGREEMENT

THIS LICENSE AGREEMENT (hereinafter referred to as "License"), made this 13 day of Oct, 2003, by and between MONTGOMERY COUNTY, MARYLAND, a body corporate and politic (the "County") and ALL SAINTS ALL DAY CHILD CARE CENTER, INC. (the "Licensee"). (County and Provider together being the "PARTIES").

WITNESSETH:

WHEREAS, the County government is the owner of fee simple title in the building known as 4301 Willow Lane, Chevy Chase in Montgomery County, Maryland; and

WHEREAS, the County government solicited requests for proposals from organizations interested in providing child care in 4301 Willow Lane, Chevy Chase, Maryland; and

WHEREAS, a Tenant Selection Committee reviewed applications and choose the ALL SAINTS ALL DAY CHILD CARE CENTER, INC. to provide a child care program appropriate to the needs of the community; and

WHEREAS, the purpose of the Policy on Use of County Buildings for Child Care is:

- To establish consistent and reasonable rental rates for child care in public buildings licensed from Montgomery County Government;
- To establish responsibilities of the County and the Licensee;
- To establish priority placement for children of County Government employees.

NOW, THEREFORE, in consideration of the covenants contained, in this License, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties mutually agree as follows:

1. PREMISES: County does hereby grant licensee the privilege, license and right to use approximately 1,968 licensable square feet in the premises known as 4301 Willow Lane, Chevy Chase, Maryland 20902, the "Licensed Premises" as outlined in red on **EXHIBIT A**, for the exclusive purpose of providing the child care services described in the Provider's Child Care Proposal attached as **Exhibit B** and incorporated as if fully set forth, ("the "Provider's Child Care Proposal")

2. TERM: The term hereby created shall be for two (2) years, commencing on July 1, 2003 and expiring ^{June 30, 2005} May 31, 2005. It is agreed between the Parties that this License may be terminated at any time during the License term or any extension of the Licensed term by the County giving, thirty (30) days written notice of the termination, unless the Licensee is removed as Child Care Provider as allowed under the terms and conditions of this Agreement. In the event the License is terminated for any reason the County is under no obligation to provide alternative space for Licensee and is not responsible for any moving costs or any expenses incurred

3. RENEWAL OPTION: Licensee may at its option renew this License for two (2) additional and consecutive two (2) year terms, provided Licensee has not been in default under the terms hereof during the initial License term, and that Licensee shall have given County written notice of its intention to do so one hundred twenty (120) days prior to the expiration date of this License. In the event that this option is exercised, then all terms and conditions of this License shall apply for such renewal period.

4. LICENSE FEE:

(A). Beginning with the License commencement date, Licensee shall pay to the County as a license fee \$9.07 per licensable square foot per month, SEVENTEEN THOUSAND, EIGHT HUNDRED, FIFTY-NINE and 96/100 DOLLARS (\$17,859.96) annually, ONE THOUSAND, FOUR HUNDRED EIGHTY-EIGHT and 33/100 DOLLARS (\$1,488.33) monthly. All payments are to be made in

advance on the first day of each month, and shall be payable to Montgomery County Government, Leasing Management, P. O. Box 62077, Baltimore, Maryland 21264-2077.

- (B) Commencing with July 1, 2004 and the 1st of July thereafter during the License term, and any renewal period, the County will establish the license fee rate to be paid by Licensee for the next year, by determining the average per square foot operating cost for all Child Care facilities operated and maintained by the County Government. For purposes of this License operating costs shall include, but not be limited to, the following:

1. Utilities
2. Janitorial
3. Maintenance (major and minor)
4. Pest Control
5. Snow Removal
6. Grounds Maintenance
7. Fire Extinguishers
8. Trash Removal, recycling
9. Renovations as required to meet State licensing regulations
10. Security in the form of locking the facility.

- (C) In addition to the License Fee payable under Paragraph 4 (B), commencing with the second year and every year thereafter of the License term and any renewal period, Licensee shall pay to County the cost of debt service incurred by County as a result of improvements and renovations to Child Care Facilities operated and maintained by the County government as additional Licensee Fees. The cost of debt service shall be determined annually by (1) adding all CIP costs for all County-owned and County-maintained Child Care Facilities; (2) multiplying the total cost by the average effective annual repayment rate for twenty year bonds; and (3)

dividing that result by the total square footage allocated to Child Care.

- (D) Pursuant to the Procedure for Implementing the Revised Policy for Waivers of Capital Cost Fee, attached hereto and made a part hereof, as **Exhibit C**, a waiver on the repayment of debt service, as stated hereinabove in Paragraph 4(c) shall be granted by County to Licensee provided that thirty (30%) percent or more of families served by Licensee are eligible for or enrolled in State or County Child Care.
- (E) Should Licensee fail to submit monthly License Fee payment in the above described manner, and should said failure continue for more than ten (10) calendar days after the first day of the month for which such License Fee payment is due and payable, Licensee shall pay to County, in addition to and as a part of the license fee payment is question, a late penalty of five percent (5%) of said monthly Licensee Fee payment. Should Licensee's failure to pay continue for more than twenty (20) calendar days after a monthly payment becomes due and payable Licensee shall pay to the County, in addition to and as a part of the License Fee payment in question, a late penalty of fifteen percent (15%) of said monthly License Fee payment. Should Licensee's failure to pay continue for more than thirty (30) calendar days after a monthly payment becomes due and payable, the County shall have the right to terminate this Agreement, recover possession of the premises and pursue any other legal remedies available to the County under the laws of the State of Maryland.

5. USE OF THE PREMISES:

- (A) The premises shall be used only for the provision of child day care services and those activities related to these services.

- (B) Licensee understands and agrees to rules and regulations concerning the operation of the Child Care Center, which may, from time to time, be issued by the Montgomery County Government.
- (C) Licensee agrees to provide child care services as set forth in the written proposal and presentation to the Tenant Selection Committee.

6. USE OF OUTDOOR PLAYGROUND AREAS: Licensee shall have access to the outdoor playground areas adjacent to the premises when used by Licensee in connection with its program and during its normal hours of operation. Repair, maintenance and replacement of playground equipment will be the responsibility of the party that provided it as shown on the attached **Exhibit D**.

7. ENROLLMENT: Licensee acknowledges and agrees that the Licensee will limit its enrollment to a maximum of forty-eight (48) children.

8. PRIORITY PLACEMENT: Licensee understands and agrees that children of Montgomery County Government employees shall have priority placement.

9. SPECIAL CONDITIONS: In addition to establishing priority placement for children of Montgomery County Government employees, the Licensee agrees to:

- (A) Comply with the Americans with Disabilities Act and all Federal, State and County laws regarding providing access and services to disabled children;
- (B) Share enrollment data with the Montgomery County Government;
- (C) Accept children whose parents participate in State/County subsidy programs;
- (D) Maintain licensing reports for inspection and evaluation for parental review.
- (E) Maintain compliance with all licensing requirements including State Child Care licensing requirements.
- (F) The program will obtain and maintain accreditation by the National Association for the Education of Young Children (NAEYC) or by another nationally recognized accreditation system.

10. CAPITAL IMPROVEMENTS AND ALTERATIONS: Licensee shall not undertake any alterations, changes, improvements, or additions to the premises without the prior written consent of the County. In order to secure County's approval of any alterations, changes, improvements, or additions, Licensee shall submit to County plans and specifications clearly setting forth the work to be performed. County shall respond in writing within 45 days from receipt of plans and specifications which are to comply with all applicable codes and regulations. County shall inspect the premises upon completion of the work to determine adherence to submitted plans and specifications. In the event that the completed work is not reasonably satisfactory to the County, Licensee shall undertake any necessary corrections, at Licensee's risk and expense. Once the consent of the County has been obtained, Licensee shall be responsible for the acquisition of any and all necessary permits and for the observation of all building and zoning ordinances and regulations then in effect.

Failure to adhere to any applicable ordinances or regulations shall be deemed to be a violation of this agreement. The cost of any such alterations or improvements shall be borne solely by Licensee.

11. SERVICES:

- (A) Licensee, at its risk and expense, shall be responsible for the provision of telephone services to the Licensed Premises, as deemed necessary by Licensee.
- (B) The County shall be responsible for the provision to the Licensed Premises of regular janitorial services on County workdays as specified in 4 (B) herein, refuse removal, recycling, and pest control. Any janitorial services beyond regular County services will be the responsibility of the Licensee.
- (C) The County shall provide fire extinguishers as the law requires.
- (D) The County shall be responsible for the payment of utilities necessary for the operation of the building of which the Licensed Premises are a part.

- (E) The County shall be responsible for maintenance of the grounds immediately adjacent to the building, of which the Licensed Premises are a part.
- (F) The County shall be responsible for snow and ice removal or treatment of walkways and the parking areas, as it becomes necessary.
- (G) The County shall be responsible for all renovations required to meet State licensing regulations.
- (H) The County shall be responsible for major structural repairs, and maintenance and repair of the building's mechanical systems.
- (I) The County and Licensee agree that the County's maintenance responsibilities, as outlined in items (B), (C), (D), (E), (F), and (G) and (H) hereinabove will be performed by the County, at the County's expense.

12. FIXTURES AND EQUIPMENT: All items which are attached to the building, or are a part of the building's systems at the time the building is delivered to Licensee, shall remain with the building and shall be delivered to Licensee along with the building. Plumbing, electrical and heating fixtures and all other fixtures, except trade fixtures, installed by the Licensee shall remain in the Licensed Premises at end of term. All items installed within the Licensed Premises at Licensee's expense shall remain the property of Licensee and shall be removed by Licensee at the expiration or other termination of this License. Licensee shall, however, repair any damage caused by reason of said removal. Any personal property remaining within the Licensed Premises after termination of the License shall become property of the County. The County shall dispose of any such property in the manner it deems appropriate.

13. LIABILITY, PROPERTY DAMAGE AND FIRE INSURANCE:

A. Licensee agrees to obtain and maintain, during the full term of this License, a policy of liability insurance with minimum combined bodily injury and property damage in the amount of ONE MILLION AND NO/100 DOLLARS

(\$1,000,000.00) for each occurrence, and ONE MILLION AND NO/100 DOLLARS (\$1, 000,000.00) in the aggregate, issued by an insurance company licensed in the State of Maryland and acceptable to the County, which policy must include the following coverage:

1. Contractual Liability
2. Premises and Operations
3. Independent Contractors
4. Products and Completed Operations during and for two years following completion of the work.
5. Daycare Operations

B. Licensee agrees to obtain and maintain, during the term of this License, a policy of Workers' Compensation and Employers' Liability coverage. The Workers' Compensation policy must be in amounts as required by statute and the Employers' Liability Policy must be in amounts of ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000) for each accident for bodily injury by accident, FIVE HUNDRED THOUSAND (\$500,000) DOLLARS for policy limits for bodily injury by disease and ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000) each employee for bodily injury by disease.

C. Licensee must obtain and maintain a minimum limit of liability of one million dollars (\$1,000,000), combined single limit, for bodily injury and property damage coverage per occurrence including the following:

1. Owned Automobiles
2. Hired Automobiles
3. Non-owned Automobiles

D. Licensee must maintain adequate fire, theft and vandalism insurance for the contents on the Licensed Premises.

E. The County must maintain the County's normal fire and liability insurance on the Licensed Premises. The County reserves the right to self-insure.

F. Licensee shall, within the earlier of thirty (30) days from execution of this License or Licensee's entry onto the Licensed Premises, deliver to the County the required policies or certificates of insurance, evidencing the coverage hereinabove stated and naming the County as an additional insured and/or loss payee. The policies shall provide 45 days notice of cancellation to the County. Licensee has the obligation, without notice, to assure that the County always has a valid unexpired Certificate of Insurance.

G. The certificate holder shall be Montgomery County Government, Department of Public Works and Transportation, 101 Monroe Street, 10th Floor, Rockville, Maryland 20850, Attention: Office of Real Estate.

14. HOLD HARMLESS: Licensee agrees to hold harmless and defend the County from and against any and all claims of liability, actions, damages and expenses arising out of or related to Licensee's breach of this agreement or use or possession of the Licensed Premises occasioned wholly or in part by any act or omission of Licensee, its agents, contractors, guests or employees, except such claims arising solely from the negligent acts or omissions of the County, the County's employees, agents and contractors. Licensee further specifically agrees to hold the County harmless and defend the County from and against any claim of public liability made in connection with any construction or installation of equipment performed by Licensee, its agents, employees or contractors, within the Licensed Premises, notwithstanding that any such construction or equipment may or may not be deemed to be a part of the Licensed Premises hereinabove described, or such construction or installation of equipment shall have been approved by the County.

15. RESPONSIBILITIES OF LICENSEE: Licensee covenants and agrees as follows:

A. Licensee shall not keep gasoline or other flammable material or any explosive within the Licensed Premises which will increase the rate of fire insurance on the Licensed Premises beyond the ordinary risk established for the type of operations described in Paragraph 5, above. Any such increase in the insurance rate due to the above, or due to Licensee's operations within the Licensed Premises, shall be borne by Licensee. Licensee shall not willfully do any act or thing in or about the Licensed Premises which may make void or voidable any insurance on the Licensed Premises, and Licensee agrees to conform to all rules and regulations established from time to time by the Licensor, the Maryland Insurance Rating Bureau, or any other authority having jurisdiction over such matters.

B. Licensee shall not use or allow the Licensed Premises or any part thereof to be used for any illegal, unlawful or improper purpose or for any act or thing that may be a nuisance, annoyance, inconvenience, or cause damage to the Licensed Premises, adjacent properties or the adjacent neighborhood.

C. Licensee shall not place upon the Licensed Premises any placard, sign, lettering or awning except such, and in such place and manner as shall have been first approved in writing by Licensor.

D. Licensee acknowledges that all responsibilities of Licensee relating to the use or misuse of the Licensed Premises and anything therein shall be construed to include use or misuse thereof by Licensee's agents, employees, patrons and residents.

E. Licensee shall not have pets in or about the Licensed Premises. This provision does not limit Licensee or Licensee's clients' rights to have bona fide service animals on the Licensed Premises. Licensee is solely responsible for the proper care of service animals in the Licensed Premises and in keeping the Licensed

Premises clean and free of debris and waste associated with the care and feeding of service animals.

F. Licensee shall comply with all reasonable rules and regulations with regard to the use of the Licensed Premises that may be from time to time promulgated by the County, and any violation of said rules and regulations shall be deemed to constitute a violation of this License. It is understood that such rules and regulations shall not unreasonably interfere with or prevent the intended uses of the demised premises as set forth in this License.

G. Licensee acknowledges that all glass is in good condition at time of occupancy and Licensee will be responsible for the breakage of all glass in the Licensed Premises, and agrees to replace the same without delay unless breakage is due to the acts or omissions of the Licensor.

H. Licensee further acknowledges that all appliances and equipment are in working order and that repair or replacement of all appliances, such as washer, dryer, stoves and microwave oven, regardless of ownership, shall be the responsibility of Licensee and must comply with State licensing requirements

I. Licensee must maintain in good condition, and promptly and diligently repair any damage to (or replace if reasonably necessary in the circumstances), any trade fixtures.

J. Licensee must require all entrance doors and windows in the Licensed Premises shall be closed and locked when said Licensed Premises are not in use. Further, Licensee, before closing and leaving the premises at any time, must close all windows and doors and secure the Licensed Premises. No additional locks or bolts of any kind shall be placed upon any of the entrance or interior doors or windows by Licensee nor shall any changes be made in existing locks or the mechanisms thereof without prior written approval of the County and in the event of an approved change, shall provide the County with keys to the facility. Licensee shall, upon the termination of its license, restore to the County all keys of the building, offices, and bathrooms, either

furnished to, or otherwise procured by, the Licensee, and in the event of the loss of any keys so furnished the Licensee shall pay to the County the cost thereof.

K. Licensee must establish and post in the Licensed Facility an appropriate fire evacuation plan and hold fire drills as required. All occupants of the Licensed Premises shall be trained regarding the safe and proper operation of all appliances and equipment in the Licensed Premises.

L. Licensee must be responsible for on site management of the Licensed Premises and must keep posted the Licensee's responsibilities and obligations as specified in Sections 11 and 15 of this License Agreement. Licensee must keep a copy of this License Agreement at the Licensed Premises and ensure the Licensee's on site representative is adhering to the terms and conditions herein.

M. Licensee shall adopt a strict "clean as you go" policy relative to food preparation, storage and serving. All food shall be stored in containers with lids and all cooking utensils and appliances shall be cleaned after each use. Tenant shall also be responsible for cleaning of Licensee's throw rugs.

16. DESTRUCTION OF PREMISES:

A. In the event of damage to or destruction of the Licensed Premises or any part thereof by fire, storm, flood or other casualty which does not require Licensee to suspend entirely its business, the County shall, as soon as practicable after said damage or destruction, repair and restore the Licensed Premises to the condition they were in immediately prior to said damage or destruction. Should such damage or destruction of said premises or any substantial part thereof render the Licensed Premises wholly unavailable for use by the County for the Permitted Uses, the County shall promptly begin and diligently pursue the repairing, restoration and rebuilding of the Licensed Premises as nearly as possible to the condition they were in immediately prior to such damage or destruction or with such changes or alterations as County may

determine appropriate. In the alternative, the County may terminate this License within thirty (30) days following the date of the destruction of the Licensed Premises as described above by sending of the termination notice to the Licensee.

B. In the event of damage to or destruction of fifty percent (50%) or more of the building of which the Licensed Premises are a part, County may elect not to restore the said building and this License shall automatically terminate and the Parties shall be discharged from all responsibilities thereafter arising under this License.

17. DEFAULT: Licensee shall be considered in default of this License and the County may terminate this License upon the occurrence of any of the following:

- i. Failure to perform under any term, covenant or condition of this License.
- ii. The commencement of any action or proceeding for the dissolution or liquidation of Licensee, or for the appointment of a receiver or trustee of Licensee's property.
- iii. The making of any assignment for the benefit of Licensee's creditors.
- iv. The abandonment of the Licensed Premises by Licensee.
- v. Any other default or breach of the terms and conditions this License or the Service Contract.

18. EMINENT DOMAIN: Licensee is not entitled to any condemnation award to the County as owner of the Licensed Premises. In the event that the Licensed Premises shall be taken by any governmental or quasi-governmental authority pursuant to its power of eminent domain or sold under threat thereof, Licensee shall not be entitled to recover from Montgomery County any capital expenditures for improvements and betterments made by Licensee to the Licensed Premises at the Licensee's expense.

19. ACCESS: Licensee shall allow the County and the County's employees or agents to have access to the Licensed Premises at all reasonable times for the purpose of inspection, or in the event of fire or other property damage, or for the purpose of performing any work required to be performed by the County, or which the County considers necessary or desirable, or for any other purpose pursuant to the reasonable protection of the Licensed Premises.

20. SURRENDER OF POSSESSION: Licensee covenants and agrees that, at the expiration or other termination of this License and/or the Service Agreement the Licensee must remove all goods and effects from the Licensed Premises not the property of the County, and to yield up to the County the Licensed Premises and all keys, locks and other fixtures connected to the Licensed Premises, in good repair, order and condition in all respects, reasonable wear and use thereof and damage by fire or other casualty and damage from any risk with respect to which Licensee is not herein expressly made liable excepted. Licensee shall pay for all damages to the Licensed Premises, its fixtures, and appurtenances, as well as all damages sustained by Licensee or occupants of the Licensed Premises due to any waste, misuse, or neglect of said Premises, its fixtures, and appurtenances, by said Licensee, its employees, or any other person or persons upon the premises by Licensee's permission.

21. NOTICE OF ACCIDENTS, DEFECTS OR DAMAGES: Licensee shall give to Licensor prompt verbal notice of accidents in or damages to the Licensed Premises, and, within twenty-four (24) hours, Licensee shall follow-up with a detailed written report of such accidents or damages.

22. COMPLIANCE WITH LAWS: It is understood, agreed and covenanted by and between the Parties that Licensee, at Licensee's expense, shall promptly comply with, observe and perform all of the requirements of all of the codes, statutes, ordinances, rules, orders and regulations now in effect or hereinafter promulgated whether required by the Federal Government, State of Maryland, Montgomery County Government and the municipality in which Licensed Premises are located, Montgomery County Department of Environmental Protection or Montgomery County Fire Marshal's Office.

23. BENEFIT AND BURDEN: The provisions of this License are personal to the Parties.

24. WAIVER: No waiver of any breach of any covenant, condition or agreement herein contained shall operate as a waiver of the covenant, condition or agreement itself or of any subsequent breach thereof.

25. NON-DISCRIMINATION: Licensee agrees to comply with the non-discrimination in employment policies in County contracts as required by Section 11B-33 and Section 27-19 of the Montgomery County Code 1994, as amended, as well as all other applicable state and federal laws and regulations regarding employment discrimination. The Licensee assures the County that in accordance with applicable law; it does not, and agrees that it will not discriminate in any manner on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, or genetic status.

26. PUBLIC EMPLOYMENT: Licensee understands that unless authorized under Sections 11B-52 and Chapter 19A of the Montgomery County Code 1994, as amended, it is unlawful for any person transacting business with Montgomery County, Maryland, to employ a public employee for employment contemporaneous with his or her public employment.

27. MAILING NOTICES: All notices required or desired to be given hereunder by either party to the other shall be given by certified or registered mail and shall be deemed to be effective when received or refused by the addressee. Notices to the respective parties shall be addressed as follows:

Licensee:
ALL SAINTS ALL DAY CHILD
CARE CENTER, INC.
3 Chevy Chase Circle
Chevy Chase, Maryland 20815

Licensor:
MONTGOMERY COUNTY,
MARYLAND
Office of Real Estate
101 Monroe Street
10th Floor,
Rockville, Maryland 20850

With a copy that does not
constitute notice to:
Montgomery County Government
Office of the County Attorney
101 Monroe Street, 2nd Floor
Rockville, Maryland 20850

28. RESIDENT AGENT: The Resident Agent for the Licensee is and its address for receipt of notices and service of process is. Licensee must immediately notify Licensor of any change in resident agent or address as provided herein.

29 PROHIBITION OF HAZARDOUS SUBSTANCES: The Licensee agrees not to store or bring hazardous substances onto the Licensed Premises. The Licensee indemnifies the County against any and all claims of any personal injuries or personal and real property damage as a result of any hazardous substance being brought on the premises by the Licensee, its agents, contractors, employees or guests.

30. NON-APPROPRIATION: This License shall terminate automatically on July 1 of any year for which the County, for whatever reason does not appropriate funds to pay the County's obligations provided in this License or in the Service Contract. The Licensee shall not make or be entitled to any claim for reimbursement of any kind, whether for improvements or prepaid items.

31. AMERICAN DISABILITIES ACT REQUIREMENTS: The County and Licensee agree that any future modifications made to the Licensed Premises shall be made in conformance with the requirements of the Americans with Disabilities Act, the Federal Fair Housing Act, and all safety and accessibility requested in Federal, State and County Laws and regulations. Licensee must obtain all required permits to making any modifications to the Licensed Premises and must comply with all applicable building and safety codes.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this License to be properly executed.

WITNESS:

By: Debbie Richards

LICENSOR:
MONTGOMERY COUNTY,
MARYLAND

By: Scott W. Reilly
~~William M. Mooney~~, Assistant
Chief Administrative Officer

Date: 10/15/2003

WITNESS:

By: Janne Hunt

LICENSEE:
ALL SAINTS ALL DAY CHILD
CARE CENTER, INC.

By: Bruce Kahan

Title: Executive Director

Date: 10/10/03

APPROVED AS TO FORM & LEGALITY
OFFICE OF THE COUNTY ATTORNEY

By: Sileen O. Basame

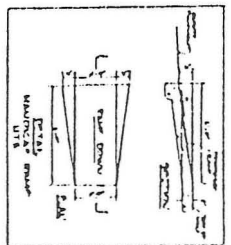
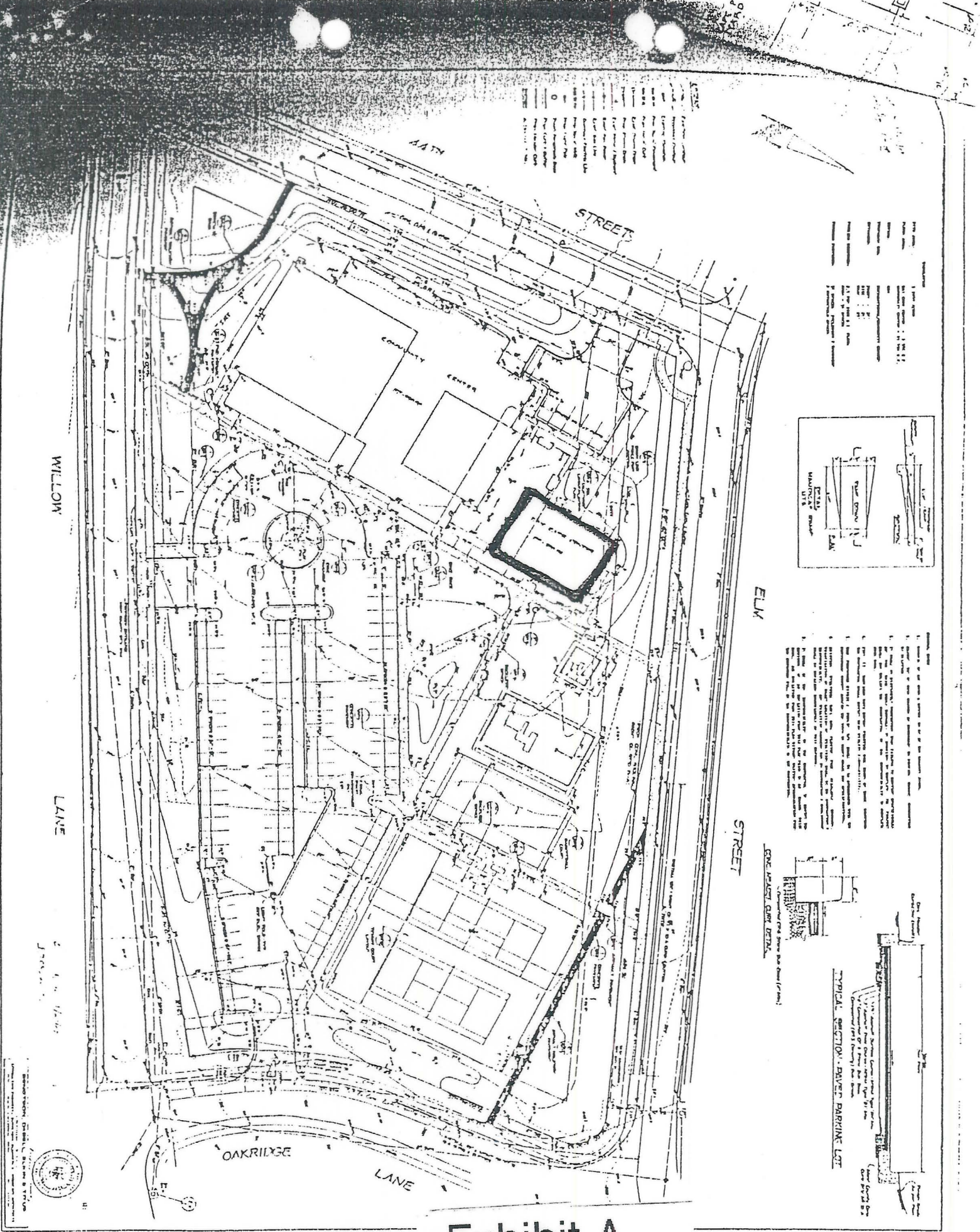
RECOMMENDED

By: Michael C. Hoyt

Michael C. Hoyt, Deputy Director,
Public Works and Transportation

Date: 8/12/2003

Date: 8/1/03



1. Section A-A is a cross-section of the building shown.
2. Section B-B is a cross-section of the building shown.
3. Section C-C is a cross-section of the building shown.
4. Section D-D is a cross-section of the building shown.
5. Section E-E is a cross-section of the building shown.
6. Section F-F is a cross-section of the building shown.
7. Section G-G is a cross-section of the building shown.
8. Section H-H is a cross-section of the building shown.
9. Section I-I is a cross-section of the building shown.
10. Section J-J is a cross-section of the building shown.

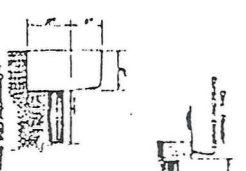


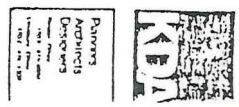
Exhibit A

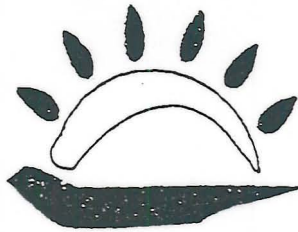
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Redwood Chevy Chase Community Center
4301 Willow Lane, Chevy Chase, Maryland
Chevy Chase, Maryland

Date: 8/2/77
Drawn by: [illegible]
Checked by: [illegible]





ALL SAINTS' ALL DAY
CHILD CARE CENTER, INC.

3 Chevy Chase Circle
Chevy Chase, Maryland 20815

(301) 654-5339
Fax: (301) 652-5007

Bruce Kahan, Executive Director
Joy Knight, Program Director

APPLICATION: Leland Child Care Facility
March 2003

APPLICATION FOR CHILD CARE SPACE OUTLINE

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APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART A: QUALIFICATIONS OF APPLICANT
#2) ASAD Program Descriptions

All Saints' All Day implements services at eight program sites in the Northwest District and Bethesda/Chevy Chase area. Programs are provided for children whose ages range from 2 to 12 years old.

All Saints' All Day - Main Office, Chevy Chase Circle Location, 3 Chevy Chase Circle, Chevy Chase, Maryland 20815, (301) 654-5339 Director: Rose Beckner Rector: Al Zadig (301) 654-2488

Full Day Preschool Program Ages: 2 to 5 Number of Children Served: 90
Hours: 7:30 am to 6:00 pm Description: Preschool provided in five classrooms segregated by age.

Leland Children's Center, 4301 Willow Lane, Chevy Chase, Maryland 20815, (301) 654-8143, Director: Joy Knight Montgomery County Office of Property Management, Facilities Supervisor: Jabari Mustafa (301) 217-6175
Full Day Preschool Program Ages: 24 months to 5 Number of Children Served: 60 Hours: 7:30 am to 6:00 pm Description: Preschool child care and educational program provided in four classrooms segregated by age.

Somerset Extended Day, 5811 Warwick Lane, Chevy Chase, Maryland 20815, (301) 654-1969, Director: Asanki Abeyratne Principal: Lori Gross (301) 657-4985
School Age Before School Program Ages: 5 to 12 Number of Children Served: 17 Hours: 7:30 am to 9:00 am Description: Recreational program in which children may begin their day prior to the elementary school opening. Breakfast program provided for a nominal charge.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 45
Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.)
Description: Recreational program designed to meet the needs of school age children and their working parents. Creative activities provided in two classrooms.

Kindergarten Enrichment Ages: 5 and 6 Number of Children Served: 52 Hours: 9:00 am to 3:00 pm Description: Educational component program designed to complement the MCPS school day. Creative activities provided in one classroom.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART A: QUALIFICATIONS OF APPLICANT

#2) ASAD Program Descriptions (cont'd)

Chevy Chase Extended Day, 4015 Rosemary Street, Chevy Chase, Maryland 20815, (301) 654-7914, Director: Cecil Calliste Principal: Richard Melzer (301) 657-4994

School Age Before School Program Ages: 5 to 12 Number of Children Served: 20 Hours: 7:15 am to 9:00 a.m. Description: Recreational program in which children may begin their day prior to the elementary school opening. Serves children from Chevy Chase, North Chevy Chase, Rosemary Hills, and Rock Creek Forest elementary schools. Bus service is provided to the off campus elementary schools at the conclusion of the ASAD program.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 65 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational child care program designed to meet the needs of school age children and their working parents. Creative activities provided in three classrooms.

Rosemary Hills Kindergarten Enrichment, 2111 Porter Road, Silver Spring, Maryland 20910, (301) 588-7494, Director: Judy Beman Principal: Ralph Viggiano (301) 654-6400

School Age Before School Program Ages: 5 to 12 Number of Children Served: 25 Hours: 7:15 am to 9:00 a.m. Description: Recreational program in which children may begin their day prior to the elementary school opening. Breakfast program provided for a nominal charge.

Kindergarten Enrichment Ages: 5 and 6 Number of Children Served: 106 Hours: 9:00 am to 3:00 pm Description: Educational component program designed to complement the MCPS school day. Creative activities provided in two classrooms.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 56 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational child care program designed to meet the needs of school age children and their working parents. Creative activities provided in three classrooms.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART A: QUALIFICATIONS OF APPLICANT

#2) ASAD Program Descriptions (cont'd)

Chevy Chase Extended Day, 4015 Rosemary Street, Chevy Chase, Maryland 20815, (301) 654-7914, Director: Cecil Calliste Principal: Richard Melzer (301) 657-4994

School Age Before School Program Ages: 5 to 12 Number of Children Served: 20 Hours: 7:15 am to 9:00 a.m. Description: Recreational program in which children may begin their day prior to the elementary school opening. Serves children from Chevy Chase, North Chevy Chase, Rosemary Hills, and Rock Creek Forest elementary schools. Bus service is provided to the off campus elementary schools at the conclusion of the ASAD program.

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APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART A: QUALIFICATIONS OF APPLICANT

#2) ASAD Program Descriptions (cont'd)

Chevy Chase Extended Day, 4015 Rosemary Street, Chevy Chase, Maryland 20815, (301) 654-7914, Director: Cecil Calliste Principal: Richard Melzer (301) 657-4994

School Age Before School Program Ages: 5 to 12 Number of Children Served: 20 Hours: 7:15 am to 9:00 a.m. Description: Recreational program in which children may begin their day prior to the elementary school opening. Serves children from Chevy Chase, North Chevy Chase, Rosemary Hills, and Rock Creek Forest elementary schools. Bus service is provided to the off campus elementary schools at the conclusion of the ASAD program.

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Kindergarten Enrichment Ages: 5 and 6 Number of Children Served: 106 Hours: 9:00 am to 3:00 pm Description: Educational component program designed to complement the MCPS school day. Creative activities provided in two classrooms.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 56 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational child care program designed to meet the needs of school age children and their working parents. Creative activities provided in three classrooms.

Julia Reynolds Johnson
7001 East Avenue
Chevy Chase, MD 20815
(301)913-5271

March 7, 2003

Re: Lease for Leland Children's Center

Dear Sir or Madam:

I have lived in Chevy Chase for almost 13 years. I have been lucky enough to send both of my daughters to the All Saints' All Day childcare/preschool program at the Leland Children's Center. The program there is extremely well regarded in this community because it provides a stimulating and nurturing environment for 2-5 year olds. As you may know, finding quality childcare that is affordable is a real challenge for parents.

One of the unique features of the program at the Leland Center is that so many of the students live in the neighborhood. As a result, my daughters and I have strengthened our ties to the Town of Chevy Chase and have made friends who will be friends for life.

Moreover, for working parents, it is extremely valuable to have a preschool/childcare center close to home and to the metro. Indeed, while I work part-time, I cannot imagine how I would juggle my work and family responsibilities if I could not bring my daughter to the Leland Center.

Accordingly, I encourage you to renew All Saints' lease at the Leland Children's Center. The program does so much to enrich the lives of our children and of the families who live here.

Sincerely,

Julia Reynolds Johnson

5413 Harwood Road
Bethesda, MD 20814

13 February 2003

To Whom It May Concern:

I am writing in support of the All Saints All Day Child Care program that is located at the Leland Children's Center. My daughter is in her second year at the Leland program. Throughout her tenure there, I have been thoroughly impressed with the teachers, the directors, and the curriculum. All of the Leland staff demonstrate exceptional creativity in developing the emergent curriculum, professionalism in guiding the children in developmentally appropriate activities, and skill in resolving disputes among children.

Their attention to health and safety issues is also excellent. The center is clean and well-kept. Teachers are vigilant about cleaning toys, using sanitary procedures for diaper changing, and washing hands. They convey the importance of hand washing to the children as well. On the playground, teachers keep a careful watch and are quick to redirect kids if any activities pose a safety concern.

My own work experience includes developing an American Red Cross course to train child caregivers in health, safety and child development. Over the course of my work, I had the opportunity to visit child care centers and interact with many professionals in the field. I consider the Leland Center in particular, and All Saints All Day in general, to be the gold standard for child care.

The Leland Center is truly a community where staff show love and affection for each and every child and demonstrate caring and respect for each other. This creates a special work environment and has enabled Leland to retain staff for many years. This is especially noteworthy given the high staff turnover in most child care settings. Parents feel fortunate to have their children in the center as is shown by the number of families who remain with the center as siblings go through the program, and the long waiting list to get in.

ASAD's commitment to excellence is not limited to children whose families can afford child care. They have a sincere commitment to quality child care for all children as is demonstrated year after year by their scholarship program.

For all of the reasons stated above, I strongly recommend that ASAD be selected to continue to provide the child care at Leland.

Sincerely,



Jessica Bernstein

7416 Ridgewood Avenue
Chevy Chase, MD 20815

March 18, 2003

Dear Sir or Madam,

I write to offer my very strong support for the Leland Children's Center. I understand that their lease is up for renewal, and I write to ask that you renew their lease so that they may continue to do their most excellent job taking care of my children. All three of my children have attended the Leland Children's Center. Further, my middle son, who is a Fifth Grader at nearby Chevy Chase Elementary School, counts among his buddies several of his classmates from the Leland Children's Center.

We are neighbors and live within walking distance of the Leland Children's Center. As a working parent, I find the Leland Children's Center to be an enormous comfort, because of their most excellent level of child care. The staff is loving, nurturing, and extremely well-trained. Importantly our very small people are being cared for in a neighborhood setting and one that provides them with the maximum ability to interact with their peers while learning about their world. I do not know how I could work without knowing that my youngest son is there, safe and loved.

The Leland Children's Center fosters a sense of community and belonging among the children. It is a wonderful program. I commend it to you. I ask that you recognize their many years of hard work, training, dedication and love for young children. Please renew their lease.

If I may be of further assistance, kindly call me at 202-326-2798 (w) or 302-718-9315 (h).

Best Regards,

A handwritten signature in dark ink, appearing to read 'Robin M. Richardson', with a large, stylized initial 'R'.

Robin M. Richardson

APPLICATION: LELAND CHILD CARE FACILITY
All Saints 'All Day Child Care Center, Inc.

PART A: QUALIFICATIONS OF APPLICANT

#2) ASAD Program Descriptions (cont'd)

North Chevy Chase Extended Day, 3700 Jones Bridge Road, Chevy Chase, Maryland 20815, (301) 654-1969 Director: Heidi Sorour Denise Greene, Principal (301) 657-4950

School Age Before School Program Ages: 5 to 12 Number of Children Served: 30 Hours: 7:30 am to 9:00 am Description: Recreational program in which children may begin their day prior to the elementary school opening. Breakfast program provided for a nominal charge.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 40 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational program designed to meet the needs of school age children and their working parents. Creative activities provided in two classrooms.

Bethesda Extended Day, 7600 Arlington Blvd., Bethesda, Maryland 20814, (301) 654-6003, Director: Deborah Dorsett Principal: Michael Castagnola (301) 657-4947

School Age Before School Program Ages: 5 to 12 Number of Children Served: 13 Hours: 7:15 am to 9:00 am Description: Recreational program in which children may begin their day prior to the elementary school opening. Serves children from Chevy Chase, North Chevy Chase, Rosemary Hills, and Rock Creek Forest elementary schools. Bus service is provided to the off campus elementary schools at the conclusion of the ASAD program.

Kindergarten Enrichment Ages: 5 and 6 Number of Children Served: 29 Hours: 9:00 am to 3:00 pm Description: Educational component program designed to complement the MCPS school day. Creative activities provided in two classrooms.

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 53 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational child care program designed to meet the needs of school age children and their working parents. Creative activities provided in three classrooms.

Jewish After School 2010 Linden Lane, Silver Spring, Maryland 20910, (301) 562-6929 Director: Sally Gilbert Principal: Susan Koss (301) 578-4126

School Age Extended Day Care Ages: 5 to 12 Number of Children Served: 32 Hours: 3:00 pm to 6:00 pm (additional hours on school holidays.) Description: Recreational child care program designed to meet the needs of school age children and their working parents.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART B: SCOPE

#1) Philosophy and Objectives

PRESCHOOL PROGRAMS

PHILOSOPHY

At ASAD, we believe that children are active learners. We provide an environment in which children can safely explore and discover. In this safe learning environment, our staff can nurture the initiative and curiosity that are essential to lifelong learning. The discoveries and accomplishments that children experience in our programs merge to provide a strong foundation for life long learning. Concepts and skills are a part of the developmental "big picture" in our program. Our teachers present creative "hands on" activities in all curriculum areas through a variety of techniques and media. These challenging activities facilitate problem solving and divergent thinking.

Self-initiated play is a vital catalyst to development in our program. In addition to fostering creativity and imagination, we believe that play challenges children to develop social, emotional, intellectual and physical skills that are meaningful and relevant. Most of all, play is fun.

We believe that children need routines. Routines provide security, order and predictability on which children come to depend. Each day at ASAD is framed with a basic schedule for all of the activities. Teachers plan the curriculum to provide a balance between activities that are child initiated/teacher initiated, active/quiet, indoor/outdoor, group/individual, cognitive/social. This careful crafting provides cohesiveness and continuity to each day.

Activities are based on the premise that children learn by doing. We believe that children will discover and learn by making the decisions needed to work through an activity, rather than being told exactly how to accomplish a task. The curriculum is built around themes of interest to the children. Within each theme, there are opportunities for all children to explore and experience activities that are meaningful to them. The theme-based curriculum provides opportunities in Language and Literacy, Mathematical thinking, Scientific Thinking, Social Studies, personal and Social Development, Physical Development and The Arts. Learning objectives are planned so that children may approach them when they are developmentally ready through hands-on play activities.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART B: SCOPE

#2) Ages and Number of Children

All Saints' All Day Child Care Center plans to continue to provide care for 50-60 children ages 2-5 years old. Based on the tremendous need in the community and our goal of meeting the developmental needs of the children in our program, with approval from licensing we have subdivided both large rooms so that we have four classrooms.

Group A: This classroom consists of 9 children ages 2-2 1/2 years old with two full-time teachers and a floating assistant who is primarily assigned to this group. There is a diapering area in this classroom. This classroom also has a diapering area in the bathroom.

Group B: This classroom is next to Group A but divided with 5 foot partitions. This class consists of 14 children each day ranging in age from 2 1/2 - 3 1/2 years old and two fulltime teachers.

Group C: This classroom consists of 20 children each day ranging in age from 4 - 5 years and three full-time teachers.

PART B: SCOPE

#3) Operation of the Program

All Saints' All Day plans to provide care Monday through Friday year round from 7:30 a.m. - 6:00 p.m. We are closed on Federal holidays. In the case of inclement weather, we follow the Federal Government closing schedule. Our Executive Director, in extreme conditions, may choose to close the Center if he feels it is too dangerous for travel by staff and families.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Care Center, Inc.

PART B: SCOPE

#4) Special Populations

A) At All Saints' All Day we try to accommodate as many families as possible by offering 2 day, 3 day and 5 day enrollment options. We also offer summer only care if we have spaces available.

When a parent enrolls their child, they are reserving that full day space and can vary the hours their child attends based on their needs. We are closed during the last week of August for in-service training for our staff.

B) All Saints' All Day has provided care for children whose parents receive subsidies from DSS, Purchase of Care and the Working Parents Assistance Program. In these cases, application fees are waived and tuition deposits are reduced to an amount equaling two weeks tuition (after the subsidy).

We advertise our program through Community Newspapers and with the Child Care Connection and in our Brochure.

C) All Saints' All Day makes every effort to accommodate children with special needs, by providing training for all staff members as the need arises, based on the individual needs of the student.

The curricular unit concerning individual differences will provide awareness training for the children.

We also utilize the services of various agencies that provide consultation for staff and families i.e.:

- Connect for Success;
- The Ivymount School;
- Mental Health Consultation Project;
- Child Find; and,
- Montgomery County Infant and Toddler Program.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART B: SCOPE

#5) Community Benefit

The Leland Children's Center has established a long history of providing exceptional child care services to families who live and work in the Chevy Chase-Bethesda area. Therefore, the benefits to the community are several. Families who require child care for their preschoolers depend on Leland to provide a safe, stimulating and nurturing learning environment for their children. Leland also maintains linkages with area programs that offer special needs services to children at the center who require additional services. Also, through the ASAD Scholarship Fund, qualifying families receive financial assistance to offset the cost of tuition. Lastly, the Leland Center offers families the ability to strengthen their ties with other families in the Chevy Chase-Bethesda community.

x Missing details x

PART B: SCOPE

#6) Proposed Timeline for Start Up

* NOT APPLICABLE *

Program is currently in operation

C

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART C: BUDGET

I) Fee Schedule

TUITION * based on 51 weeks per year (without debt service fee)

GROUP A: DAY: \$40.39	WEEK: \$201.93	MONTH: \$875.00
GROUP B: DAY: \$38.13	WEEK: \$190.63	MONTH: \$826.00
GROUP C: DAY: \$38.13	WEEK: \$190.63	MONTH: \$826.00

FEES

LATE PICK UP FEES:	\$15.00 PER EVERY FIFTEEN MINUTE PERIOD
RETURNED CHECK FEE:	\$20.00
LATE PAYMENT FEE:	\$10.00
REGISTRATION FEE:	\$50.00
YEARLY ACTIVITY FEE:	\$15.00
APPLICATION FEE:	\$15.00
DEPOSIT:	\$800.00

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART C: BUDGET
#2) Operating Budget

See ATTACHMENT A

APPLICATION: LELAND CHILD CARE FACILITY
all Saints' All Day Child Care Center, Inc.

ATTACHMENT A

ALL SAINTS' ALL DAY CHILD CARE CENTER
2002-2003 SCHOOL YEAR BUDGET
 (for the 10-month School Year ending June 30, 2003)

10 months

03 PROGRAM ACTIVITY	CIRCLE	CCES	LELAND	RHES	SOMERSET	NCC	BED	JAS	TOTAL
Enrollment Capacity (100%)	80	75	44	140	102	70	100	20	709
Enrollment Capacity Used	72	72	43	138	102	72	98	17	709
Full-time Staff Positions	20	19	9	30	21	15	25	5	144
Part-time Staff Positions	4	4	1	5	7	5	5	2	33

03 REVENUES & EXPENSES

SUMMARY

	CIRCLE	CCES	LELAND	RHES	SOMERSET	NCC	BED	JAS	TOTAL
REVENUES									
Tuition & Fees	\$627,000	\$152,000	\$366,500	\$476,000	\$374,500	\$190,000	\$286,000	\$61,000	\$2,617,500
	\$68,500	\$3,500	\$3,500	\$6,000	\$2,900	\$1,500	\$1,500	\$5,000	\$92,400
EXPENSES									
Payroll	\$40,000	\$9,000	\$26,800	\$66,400	\$59,400	\$25,400	\$42,400	\$4,000	\$273,400
Equipment & Materials	\$25,900	\$5,300	\$9,900	\$9,400	\$7,700	\$6,200	\$6,700	\$500	\$74,600
Building & Maintenance	\$80,100	\$11,700	\$23,300	\$23,500	\$18,500	\$11,500	\$13,000	\$5,300	\$186,900
TOTAL ADMINISTRATIVE	\$255,070	\$42,350	\$102,400	\$145,000	\$120,300	\$67,350	\$86,800	\$19,400	\$838,670
PROGRAM									
Payroll	\$405,610	\$92,200	\$225,000	\$313,500	\$214,200	\$112,700	\$176,700	\$38,000	\$1,577,910
Equipment & Materials	\$28,300	\$10,300	\$17,100	\$18,400	\$21,300	\$10,000	\$9,800	\$5,250	\$120,450
Training & Development	\$10,500	\$3,500	\$7,500	\$8,200	\$7,600	\$2,900	\$5,700	\$2,100	\$49,600
Advertising & Fundraising	\$3,500	\$2,700	\$3,300	\$4,000	\$3,700	\$3,200	\$2,400	\$1,000	\$23,800
TOTAL PROGRAM	\$447,910	\$108,700	\$252,900	\$344,100	\$246,800	\$128,800	\$194,600	\$46,350	\$1,771,760
EXPENSES	\$702,980	\$151,050	\$355,300	\$489,100	\$367,100	\$196,150	\$281,400	\$65,750	\$2,610,430
NET INCOME	(\$7,480)	\$4,450	\$14,700	(\$7,100)	\$10,300	(\$4,650)	\$1,100	(\$2,750)	\$6,970

DETAIL

	CIRCLE	CCES	LELAND	RHES	SOMERSET	NCC	BED	JAS	TOTAL
Tuition									
Full-Day	\$643,000		\$370,000						\$1,013,000
Half-Day									\$0
Before School		\$25,000		\$35,000	\$23,500	\$40,000	\$13,000		\$136,500
After School		\$134,000		\$164,000	\$179,000	\$152,000	\$183,000	\$61,000	\$873,000
Kindergarten Enrichment				\$325,000	\$180,000		\$90,000		\$595,000
Activity Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$643,000	\$159,000	\$370,000	\$524,000	\$382,500	\$192,000	\$286,000	\$61,000	\$2,617,500
LESS SCHOLARSHIPS	\$16,000	\$7,000	\$3,500	\$48,000	\$8,000	\$2,000	\$5,000	\$5,000	\$92,500
ADJUSTED TOTALS	\$627,000	\$152,000	\$366,500	\$476,000	\$374,500	\$190,000	\$281,000	\$56,000	\$2,525,000
EXPENSES									
Interest Income	\$1,500								\$1,500
Reserve	\$33,000								\$33,000
Fundraising	\$22,000								\$22,000
Miscellaneous	\$12,000	\$3,500	\$3,500	\$6,000	\$2,900	\$1,500	\$1,500	\$5,000	\$35,900
TOTAL	\$68,500	\$3,500	\$3,500	\$6,000	\$2,900	\$1,500	\$1,500	\$5,000	\$92,400
EXPENSES	\$695,500	\$155,500	\$370,000	\$482,000	\$377,400	\$191,500	\$282,500	\$61,000	\$2,617,400

D

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART D: PERSONNEL

#1) Personnel Description

*missing staff / child
ratio*

All Saints All Day strives to attract and employ the most qualified staff who are committed to enriching the lives of children. At the Leland site, we are fortunate to have found such individuals.

Program Director:

Joy Knight has been with All Saints All Day since June 2002. She has a B.A. in Psychology, an M.A. in Cultural Diversity Studies and an Ed.D. in Counseling, Adult and health Education. She has been working in the field for over 10 years.

Group A:

Pamela Rojas, Head Teacher - B.S. in Child Development; Penn State University. Pamela has been at Leland since 1990 and has a dual role as assistant director. She has been in the field for over 15 years.

Vivian Colbert, Assistant Teacher - CDA Preparatory Certificate from Howard University and 90 hours course. She is currently attending UDC seeking a degree in Art Education. Vivian joined the staff at Leland in 1995.

Group B:

Jessica Burke, Head Teacher - B.S. in Psychology; Towson University. She began at Leland in June 2000 and has been working in the field for 7 years.

Morena Carbollo, Assistant Teacher - Workshops and training toward CDA credential. Morena has worked at Leland for six years and has been working in the field for 13 years.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART D: PERSONNEL

#I) Personnel Description

Group C:

Marina Stoilkovic, Head Teacher - B.A. in Psychology; University of Belgrade, Yugoslavia. She began at Leland in 1999 and has been working in the field for 20 years.

Teryl Brown - Assistant Teacher - Coursework toward a B.A. degree in Early Childhood Education at University of D.C. Teryl began at ASAD in 1996, and she joined the staff at Leland in 2002. She has been working in the field for 17 years.

Maria Loudes Minoza - Assistant Teacher - A.A.S. in Early Childhood Education/A.A. in General Studies. Maria began at Leland in 2001, and has worked in the field for 13 years.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART D: PERSONNEL

#I) Personnel Description

JOB DESCRIPTION - PROGRAM DIRECTOR

Classroom Responsibilities:

1. Create and maintain a child-centered environment conducive to the optimal growth and development of preschool children.
2. Supply classroom with age-appropriate materials and equipment.
3. Lead bi-weekly planning meetings with staff members.
4. Plan and implement field trips and special learning experiences.
5. Supervise the playground so that all areas are monitored by an adult.
6. Insure that all record keeping and reports are carried out: developmental profiles, attendance records, daily report, parent notices, anecdotal records, recommendations for children, applying to schools, newsletters, lesson plans, etc.
7. Supervise kitchen and storage area cleaning.
8. Supervise and divide fairly non-teaching responsibilities required for smooth operation of the program, such as: toileting, lunch, snack, pet care, material preparation, and clean-up.
9. Supervise nap and quiet activities.
10. Attend and participate in all staff meetings.
11. Inform the Executive Director of all classroom needs and supplies, materials, professional help for children and parents, accidents and any other administrative concerns.

Parent Responsibilities:

1. Attend all parent meetings and workshops.
2. Attend all pot-luck dinners and family events.
3. Assist staff with parent conferences as needed.
4. Establish and maintain positive relationship with parents.
5. Meet with parents of children with special needs.
6. Attend one (1) Board of Directors meeting per year.

Staff Responsibilities:

1. Supervise, support, and give feedback to team members (head teachers, assistant teachers, aides, and parent volunteers.)
2. Train and guide all new staff in conjunction with Program Coordinator.
3. Share responsibilities with all other staff members.
4. Discuss children and curriculum with team members on a regular basis.
5. Inform the Executive Director of any problems or concerns of the staff.
6. Attend a minimum of two workshops or seminars per calendar year.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART D: PERSONNEL:

41) Personnel Description

Record-keeping

JOB DESCRIPTION (cont'd)

1. Health records of staff and children.
2. TB test records for staff and volunteers.
3. Records of injuries and diseases of staff and children.
4. Records of hours worked weekly.
5. Keep accurate and updated emergency and health information, diets, waiting lists, and general information in conjunction with the Program Coordinator.

Communication

1. Letters to parents concerning policy changes, reminders, special activities, requirements, and general information in conjunction with those issued from ASAD office.
2. Service information - parent and staff bulletin boards.
3. Potential enrollees.
4. Maintain licensing standards in conjunction with Executive Director.

Additional

1. Plan monthly menus, nutritionally and educationally sound.
2. Pick-up supplies and materials.
3. Serve as a representative of ASAD, All Saints' Church and early childhood education profession.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART D: PERSONNEL

#2) Staff salary ranges and benefits (cont'd)

ASAD SALARY SCALE

12-MONTH CONTRACT
HEAD TEACHER
(2002-2003)

<u>YEARS</u>	<u>BA</u>	<u>MA</u>
0	24,000	25,200
1	25,000	26,200
2	26,000	27,200
3	27,000	28,200
4	28,000	29,200
5	28,800	30,000
6	29,700	31,000
7	30,300	31,300
8	31,000	32,000
9	31,600	32,600
10	32,300	33,300

ASAD SALARY SCALE
12- MONTH CONTRACT
ASSISTANT TEACHER
(2003-20031

<u>YEARS</u>	<u>BA</u>	<u>AA</u>
0	20,000	18,500
1	21,000	19,500
2	22,000	20,500
3	23,000	21,500
4	24,000	22,500
5	24,800	23,300
6	25,700	25,200
7	26,600	25,000
8	27,500	27,900
9	28,500	26,800
10	29,300	27,600

Part D: PERSONNEL

#4) Personnel Policies

See ATTACHMENT B

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

ATTACHMENT B

Enrollment Options

Your child may be enrolled to attend full time (5 days a week) or part time (3 days a week). If your child attends part-time, you may request the days you would like him or her to attend; however, we cannot always fulfill such requests. We will honor requests to the fullest extent possible but reserve the right to assign days to balance enrollment. Requests are honored on a first-come, first-served basis.

Days of Operation

- Monday through Friday
- Montgomery County Public School calendar.

Kindergarten Enrichment Registration

INITIAL INQUIRIES

Call the ASAD Program Director at Rosemary Hills (301-588-7494), Somerset (301-654-1969) or Bethesda (310-654-6003).

APPLICATION AND PROCEDURES

- Applications will only be accepted at or after Kindergarten Registration for the upcoming school year (which is conducted by the school, usually in May). Applications may be submitted in person or by mail but will not be accepted before that date. *If you submit your application by mail after registration has been held, you must contact the Program Director to determine space availability.*
- Applications for the current school year will be accepted at any time.
 - *If there is space available*, you will be asked to submit a deposit (as specified on the Fee Table) and a nonrefundable registration fee.
 - *If there is no space currently available*, you will submit a nonrefundable waiting list fee of \$15 and the application will be placed on an active waiting list. You will be called when an opening arises. Upon your child's confirmed acceptance in the program, you will be asked to submit

a deposit (as specified on the Fee Table) and a nonrefundable registration fee.

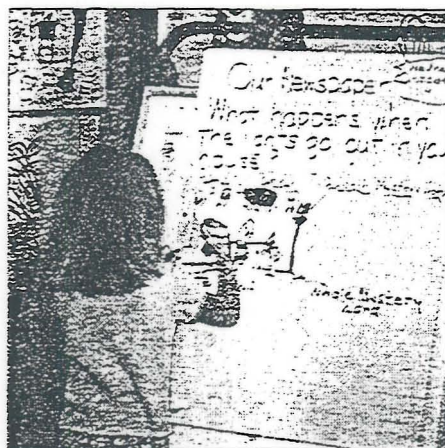
- Your deposit
 - will not be applied to the first month's tuition
 - will be held until you have submitted 1 month's written notice of intent to withdraw from the program; it will then be applied to any outstanding balance
 - is carried over from school year to school year until you withdraw.
- Please consult the enclosed Fee Table to determine the appropriate fee and deposit amounts.
- If you are unable to provide the entire deposit or anticipate needing tuition assistance, you should discuss this with the Program Director.

APPLICATION POLICIES

- Currently enrolled children, their siblings, and alumni families of any ASAD program have priority in enrollment on a first-come, first-served basis.
- After priority enrollments, ASAD accepts applications on a first-come, first-served basis.
- Applications are prioritized by the date received.
- Openings for the upcoming school year will be offered the preceding spring and throughout the summer.
- If all spaces are filled, applicants will be placed on an active waiting list. As vacancies occur, families on the waiting list will be contacted in order of receipt of their application.

WITHDRAWAL

- Withdrawal before the school year begins
 - requires written notification no later than August 1 to warrant a full refund.
- Withdrawal between September and June
 - requires 1 month's written notice; upon receipt of such notice, deposits



will be applied to any outstanding balance and amount in excess of your balance will be refunded.

- Failure to properly notify ASAD of intent to withdraw within the appropriate time frame will constitute a waiver of right to deposit refund.

SCHOLARSHIP FUND

ASAD offers a Tuition Scholarship Fund to provide financial assistance to families who may not be able to afford the full cost of our programs.

- Scholarships are granted on the basis of demonstrated financial need.
- Applications may be requested from the Program Director.
- Applications for scholarships may be submitted after notice of acceptance into the program.
- Applications for the upcoming school year must be made by June 1.
- Applications for families who enroll during the school year already in progress will be accepted at any time.

- Applications submitted during a current school year will be accepted at any time.
 - If there is space available at the time of submission, you will be asked to submit a deposit (as specified on the Fee Table) and a nonrefundable registration fee.
 - If there is no space currently available, you will submit a nonrefundable waiting list fee of \$15 and the application will be placed on an active waiting list. You will be called when an opening arises. Upon your child's confirmed acceptance in the program, you will be asked to submit a deposit (as specified on the Fee Table) and a nonrefundable registration fee.
- Applications submitted for an upcoming school year:
 - Applications must be accompanied by a nonrefundable waiting list fee of \$15.
 - You will be placed on an active waiting list. You will be called when an opening arises.
 - Upon your child's confirmed acceptance in the program, you will be asked to submit a deposit and a nonrefundable registration fee.
- Your deposit
 - will not be applied to the first month's tuition
 - will be held until you have submitted 1 month's written notice of intent to withdraw from the program; it will then be applied to any outstanding balance
 - is carried over from school year to school year until you withdraw.
- Please consult the enclosed Fee Table to determine the appropriate fee and deposit amounts.
- If you are unable to provide the entire deposit or anticipate needing tuition assistance, you should discuss this with the Program Director.

APPLICATION POLICIES

- Currently enrolled children, their siblings, and alumni families of any ASAD program have priority in enrollment on a first-come, first-served basis.

- Priority is given to Montgomery County employees who apply to the Leland Children's Center site.
- After priority enrollments, ASAD accepts applications on a first-come, first-served basis.
- Applications are prioritized by the date received.
- Openings for the upcoming school year will be offered the preceding spring.
- If all spaces are filled, applicants will be placed on an active waiting list. As vacancies occur, families on the waiting list will be contacted in order of receipt of their application.

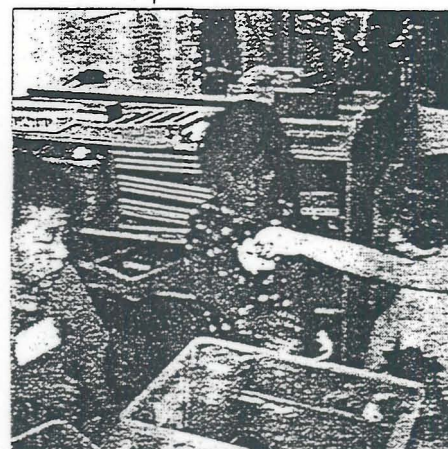
WITHDRAWAL

- Withdrawal before the school year begins
 - requires written notification no later than June 1 to warrant a full refund of deposit.
- Withdrawal between September and June
 - requires 1 month's written notice; upon receipt of such notice, deposits will be applied to any outstanding balance and amount in excess of your balance will be refunded.
- Failure to properly notify ASAD of intent to withdraw within the appropriate time frame will constitute a waiver of right to a deposit refund.

SCHOLARSHIP FUND

ASAD offers a Tuition Scholarship Fund to provide financial assistance to families who may not be able to afford the full cost of our programs.

- Scholarships are granted on the basis of demonstrated financial need.
- Applications may be requested from the Program Director.
- Applications for scholarships may be submitted after notice of acceptance into the program.
- Applications for the upcoming school year must be made by May 1.
- Applications for families who enroll during the school year already in progress will be accepted at any time.



Preschool Programs

*Chevy Chase Circle
Leland Children's Center*

Activities are based on the premise that children learn by doing. We believe that your child will discover and learn by making the decisions needed to work through an activity, rather than being told exactly how to accomplish a task. As a result of this process-oriented approach, you will find that no two art projects look the same, and your child will discover many individual approaches to accomplish a task. You will not see worksheets, workbooks or writing lessons. Rather, we support the interest of each child, helping them to grow in all areas of development through hands-on experimentation with materials and concepts. Our curriculum is built around themes of interest to the children. Within each theme there are opportunities for all children to explore and experience activities which are meaningful to them. Our theme-based curriculum provides opportunities in: Language and Literacy, Mathematical Thinking, Scientific Thinking, Social Studies, Personal and Social Development, Physical Development and The Arts.

Program Features

ASAD Preschool Programs provide a variety of enriching experiences including

- developmentally appropriate curriculum
- learning centers
- stimulating hands-on activities
- active parent partnerships
- diverse and relevant field trips
- library visits
- special events
- creative enrichment programs
- lunch provided by parents

- two healthy snacks provided by ASAD
- two outdoor play periods daily
- nap time
- an "open-door" policy for parents
- highly trained staff
- low student-teacher ratios.

Preschool Ages

Our programs at Chevy Chase Circle and Leland Children's Center admit children between the ages of two through five.

Hours and Days of Operation

- 7:30 AM – 6:00 PM
- Monday through Friday
- Federal government schedule
- Additional days closed:
 - day after Thanksgiving
 - one or two "floating days" adjacent to Christmas
 - the Monday after Easter
 - the full week before the opening of Montgomery County Public Schools

Preschool Registration

INITIAL INQUIRIES

- Initial inquiries should be made about 1 year before the child's expected enrollment.
- Children must be at least 2 years old by September 1 (of the year of enrollment) to be admitted.
- Applicants will not be placed on the waiting list until 1 year before the requested starting date.
- Initial visits are conducted through "open house" tours held from October to February. Call the site you are interested in to learn about these dates.

APPLICATION AND PROCEDURES

- You must complete an application in its entirety and return it to the main office or site.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART E: PARENT INVOLVEMENT

#2) Program Outreach; Registration and Admission Criteria

All Saints' All Day currently operates a full day preschool program at the Leland Center for those who live, work or commute in the Bethesda-Chevy Chase area. This is the second full time pre-school program operated by All Saints' All Day. In addition, we operate Kindergarten Enrichment Programs at Rosemary Hills, Somerset Elementary and Bethesda Elementary, and Before and After-school Programs for school-agers at Chevy Chase Elementary School, North Chevy Chase, Rosemary Hills Elementary School, Bethesda Elementary and Somerset Elementary School, and at our Chevy Chase Circle site. Collectively, All Saints' All Day serves approximately 575 families in the Chevy Chase area. Parents of children in our programs are our greatest source of advertising.

All Saints' All Day also strives to maintain close working relationships with:

Town of Chevy Chase office;

Montgomery County Recreation Department, which operates the Leland Community Center;

Park Police and Chevy Chase Village police which patrol the Community Center area;

Maryland National Capital Park and Planning Commission which maintains the grounds and the playground at the Community Center complex; Manor Care Bethesda where we have an intergenerational program which has been ongoing since 1989;

Local Fire Department for fieldtrips and educational visits from firefighters; Montgomery County Department of Libraries at Bethesda and Chevy Chase Branches.

All Saints' All Day also reaches out to local community businesses and agencies for support in fundraising for the All Saints' All Day Scholarship Fund.

All Saints' All Day would very much like to expand our program at the Leland Center based on community need to include -infants and/or toddlers in the future if any additional space became available. We would be interested in discussing this possibility at anytime.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART E: PARENT INVOLVEMENT

#2) Program Outreach, Registration and Admission Criteria (cont'd)

All Saints' All Day currently recruits families through word of mouth, flyers posted in local businesses and public places, Child Care Connection, and local newspaper advertisements.

We accept applications for our waiting list at anytime throughout the year. Applications are placed on the list in the order they are received. Program orientation visits are scheduled five times throughout each program year.

All Saints' All Day does not discriminate in enrollment practices in regard to race, creed, color religion, national origin or sex.

Enrollment priority will be given according to the following parameters:

- Currently enrolled children and their siblings have priority during our re-enrollment period in February.
- Montgomery County employees have priority if space is available or on the waiting list for future availability.
- All other applications are placed on the waiting list in the order that they were received.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART E: PARENT INVOLVEMENT

#4) Parent Evaluation Form and Schedule For Use

All Saints' All Day strives to meet the needs of all of our families. In order to ensure that we are achieving this goal, we evaluate our programs yearly. As a part of these evaluations, every three years we ask parents to complete a program evaluation form. This will also be done as part of the NAEYC accreditation process. Please see the sample evaluation form included.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PARENT INVOLVEMENT

#4) Parent Evaluation (cont'd)

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PARENT INVOLVEMENT

#6) Parent Handbook

See ATTACHMENT E

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN
#1) Daily Activities

Group A DAILY SCHEDULE

7:30 - 8:30 am	All Groups Combine in Butterfly Room
8:30 - 9:30 am	Ladybug Room - Free Play
9:30 - 10:00 am	Outdoor Play
10:00 - 10:20 am	Snack Time
10:20 - 10:40 am	Circle Time
10:40 - 11:30 am	Activity Time
11:30 - 12:00 pm	Outdoor Play
12:00 - 12:30 pm	Lunch
12:30 - 12:50 pm	Books on Cots
12:50 - 3:00 pm	Naptime
3:00 - 3:30 pm	Snack time
3:30 - 4:00 pm	Table Toys
4:00 - 4:30 pm	Circle Time and Limited Choice
4:30 - 5:30 pm	Outdoor Play
5:30 - 6:00 p.m.	All Groups Combine

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN

1) Daily Schedule

Group B DAILY SCHEDULE

7:30 AM - 8:35AM	Combine in Butterfly classroom for open center
8:35 AM - 9:30 AM	Open centers in the Bumblebee room
9:30 AM - 10:10 AM	Outside Play
10:10 AM - 10:40 AM	Morning snack and circle time
10:30AM - 11:20AM	Small group activity, open centers, toileting
11:20AM - 12:00 NOON	Outside play
12:00 NOON - 1:00 PM	Lunch and clean up
1:00 PM - 3:00 PM	Nap or quiet resting time
3:00 PM - 3:30 PM	Wake up, afternoon snack
3:30 PM - 4:15 PM	Small group activities, open centers
4:15 PM - 4:30 PM	Afternoon story
4:30 PM - 5:30 PM	Outside Play
5:30 PM - 6:00 PM	Combine in Butterfly room

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN

#1) Schedule of Activities (cont'd)

GROUP C DAILY SCHEDULE

7:30 AM - 8:30 AM	All class combined in Butterfly room, open centers
8:30 AM - 9:15 AM	Open centers, clean up
9:15 AM - 9:50 AM	Outside play/ Movement activities
9:50 AM - 10:10 AM	Morning snack
10:30 AM - 10:45 AM	Small groups
10:45AM - 11:20AM	Learning centers open
11:20AM - 11:30AM	Cleanup. Prepare for outside play
11:30 AM - 12:00 NOON	Outdoor play
12:00 NOON - 12:45 PM	Lunch and clean up
12:45AM - 1:00 PM	Nap story
1:00 PM - 3:00 PM	Nap/Quiet rest period
3:00 PM - 3:30 PM	Wake up and pack up
3:15 PM - 4:15 PM	Open snack, some centers open
4:15 PM - 5:00 PM	Afternoon circle. Outdoor play.
5:00 PM - 5:30 PM	Limited choice activities
5:30 PM - 6:00 PM	All classes combined for limited choice activities

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN
 #2) Food Service

All Saints' All Day provides a morning and afternoon snack each day, while parents provide lunch. Lunches and their contents are supervised by the staff who may make recommendations to parents when they believe the lunches are not nutritionally appropriate. Snacks are carefully planned to provide a nutritional balance and children are encouraged to try new foods.

All mealtimes are planned to be cheerful and relaxed experiences for the children. Teachers join the children to share food, ideas and feelings during the meal.

SAMPLE MENU

♣ MARCH ♣				
Applesauce crackers BB	Peaches + goldfish	Yogurt + crackers	Raisin bread + jelly	Oranges cheese crackers
cereal milk 3	Bananas + granola crackers 4	Apples, Pretzels 5	Tortilla chips + Salsa 2 6	Leftovers 7
Apples + Crackers BF	Bagels + cream cheese	Cereal + milk	Yogurt + granola	Peaches crackers
Cheese + Crackers 10	Pears + pretzels 11	Bananas + crackers 12	oranges + goldfish 13	Leftovers 14
English Huffins LB	Oranges + crackers	Apples + pretzels	Cereal + milk	Yogurt + granola
Pears crackers 17	Cheese + crackers 18	Tortilla chips 19	Peaches +	Leftovers 21
Peaches + goldfish BB	Bananas granola crackers	Cereal + milk	Yogurt + crackers	Pears pretzels
Raisin bread + jelly 24	String cheese crackers 25	oranges + goldfish 26	Applesauce + crackers 27	Leftovers 28

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN

#3) Special Features

The following educational conventions are the tools through which we practice our philosophy:

PLAY

Play is provided as a vital source of learning. Each day, teachers set up play experiences and remain alert to activities, which might be extended. Teachers are expected to use play as a "jumping board" for other interesting activities that the children may initiate.

LANGUAGE ARTS

Language arts activities include reading and sharing books, story tapes, dictating stories, filmstrips and videos. They may also include pre-reading activities such as sequencing, memory games and experiences with symbols and letters.

Children at All Saints' All Day are not taught letters unless they initiate interest themselves. We believe that letters are abstract symbols which are to be assimilated as children become cognitively prepared. However, at All Saints' children have a variety of experiences with letters and symbols of all kinds. Their interest in letters and words is certainly encouraged, extended and nurtured.

Language Experience activities are provided as a vital component of the Language Arts curriculum so that children come to understand the relationship between spoken and written words. They may be as simple as labeling parts of pictures, or as elaborate as a group fantasy story.

APPLICATION:LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN
#3) Special Features (cont'd)

MATHEMATICAL EXPERIENCES

Children at All Saints' All Day are not taught numerals. We believe that numerals, like letters, are abstract symbols of concepts that must be learned first. In our program, children first learn the meaning of numerals through counting and manipulation of real objects, and then relate this learning to the symbols as they become ready to do so. Thus, hands on experiences with numerals and objects are used to stimulate interest in exploring the meaning of symbols. These explorations are encouraged and extended for interested children.

SCIENCE

Science activities are presented through "hands-on" experiences with real objects and guided discovery. At All Saints' All Day, Science means wondering, hypothesizing, and experimenting. Cooking activities, sand and water play, nature experiments and art activities are all used to stimulate divergent thinking about the physical world.

SOCIAL STUDIES

At All Saints' All Day Social Studies begins with an exploration of self, family and school relationships and extends out into broader explorations of the World. Regular and frequent fieldtrips, in addition to being a vital resource for teaching social studies in the preschool curriculum, are also utilized to extend concepts in Math, Science, and Language Arts.

ART, MOVEMENT, DRAMATIC AND MUSICAL ACTIVITIES

The arts are at times, used to supplement concept development in the other curricular areas. However, most activities in the arts are conducted "for arts sake". Children have direct access to the materials needed to fuel their imaginations. Musical instruments, records and tapes, prop boxes and dress up clothes, and art supplies are always made available to the children for self-expression.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN

#3) Special Features (cont'd)

CIRCLE TIME

In each of the preschool classrooms, a brief block of the day is allotted for circle time. During this time, the children share ideas, thoughts and materials. Additionally, they may explore concepts of time through calendar experiences. This time may also be devoted to "setting the stage" for the activities that will take place during the day. Teachers present basic concepts that children will explore in hands-on activities.

LEARNING CENTERS

Each of the curricular areas are extended by means of learning centers. At varying centers around each room, (dramatic play, art, water/sand table, blocks, manipulative, games, science, books/quiet, woodworking and music) activities are prepared to extend concepts and allow autonomous explorations.

CHOICE TIME

During choice time, teachers are stationed at tables with prepared activities. This period is allocated to extend concepts that may have been presented in circle time. Children are allowed to choose the activity in which they wish to participate.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM PLAN

#3) Special Features (cont'd)

All Saints' All Day offers the following special programs to enrich the curriculum:

Music with John Henry England: A planned music program scheduled every other week in each classroom.

Hola with Senora Maria: Bimonthly Spanish language lessons for children of all ages at the center.

Guest Artist Series: Puppeteers, Mimes, Musicians, Storytellers, Animal Handlers, etc.

SUMMER PROGRAM: Thematic recreational programs featuring weekly fieldtrips, weekly swimming, arts and crafts, and guest artists in addition to our regular curriculum.

PARENT EDUCATION SERIES: A series of educational programs provided by expert guest speakers on a variety of topics, which meet the interests and family needs of those in our program. Topics have included: Maximizing Relationship with Teachers, School Choices in Metropolitan Washington, Kindergarten Readiness, Preschool Power Struggles, Sibling Rivalry, and Child Safety.

FAMILY EVENTS: Holiday Parties, Annual Thanksgiving Luncheon, Annual Pot Luck Dinner and Week of the Young Child Celebration are just a few of the ways in which all parents and children are invited to mingle and celebrate.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM

#4) Discipline Policy

At ASAD we prefer to label policies concerning the behavior of children as "behavior management" rather than "discipline". We believe that "behavior management" implies positive, constructive and cooperative efforts by teachers. Thus, behavior management refers to teaching experiences about appropriate behavior, rather than punishment.

We believe that children can, on developmentally appropriate terms, manage their own behavior. By encouraging positive behaviors, setting examples, and helping children express and understand their feelings, we can guide them to develop appropriate social behavior.

We want children to develop trust in their teachers and their environment. This trust requires cohesive and consistent implementation of behavioral procedures. Teachers are expected to familiarize themselves with our philosophy and procedures concerning behavior management.

ASAD expects staff members to provide a loving and supportive environment in which children feel comfortable expressing, their emotions.

Staff members are expected to prevent problems from occurring whenever possible. Staff members may eliminate many classroom conflicts by:

- removing potentially tempting objects.
- Providing enough materials, time and space for activities
- Being prepared at all times
- Making children aware of the rules and classroom expectations
- Implementing rules consistently
- Remaining consistent with the rules and expectations of the other teachers in the classroom and center.

Obviously, however, staff members cannot control all variables.

When children exhibit disruptive behavior, teachers should use substitution, redirection and proximity control to alleviate the behavior. Teachers must either soothe the disruption by calming the child or by offering other choices. It is the responsibility of the teaching team in each classroom to work together to create a plan for these interactions and to remain consistent with that plan.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

PART F: PROGRAM

#4) Discipline Policy (cont'd)

Teachers at ASAD make children aware of their behavioral expectations. By clearly defining these rules and explaining why they are important and then implementing them consistently, teachers help children to develop self-discipline. Thus, teachers afford children the opportunity to be "in charge" of their own behavior in a trusting environment. Classroom management, at ALL Saints' All Day is viewed as a means of teaching children to develop internal loci of control and positive self-esteem. When conflicts surface, ALL Saints' ALL Day expects staff members to guide children through a process of problem solving. Through this process, the children should be guided to understand:

- The naturally occurring negative consequences
- Why their behavior is unacceptable
- What they might have done to avoid the consequences
- How they plan to avoid the conflict in the future
- That their actions are choices from an array of acceptable or unacceptable behaviors.

Removing a child from a situation is strictly limited to use only when other means have failed to correct destructive and abusive behavior.

As previously noted, staff members are prohibited from using corporal punishment, physical and mental abuse. Striking, abusing (verbally and nonverbally), neglecting or otherwise endangering the life and welfare of the children constitutes grounds for immediate dismissal and/or criminal investigation.

Furthermore, staff members are expected to remain in control by maintaining their leadership role and a calm manner. Subjecting children to humiliation, ridicule, or using abusive language towards any child shall be considered a grave error in judgment and shall constitute grounds for dismissal.

Recurring conflicts or disruptive behavior should be documented by the teacher. Continuing problems should first be discussed with the parent(s) or guardians(s). Should problems persist, the executive director, education director and/or program director should be consulted.

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

Part G: OTHER
Tax Status

See ATTACHMENT F

APPLICATION: LELAND CHILD CARE FACILITY
All Saints' All Day Child Care Center, Inc.

ATTACHMENT F

Comptroller of Maryland
Sales and Use Tax Exemption Certificate

Account Number
31048904

Expiration Date
09/30/2007

Name
ALL SAINTS ALL DAY CHILD CARE
CENTER INC
3 CHEVY CHASE CIR
CHEVY CHASE, MD 20815-3408

ACORD CERTIFICATE OF LIABILITY INSURANCE						DATE 03/05/2003	
PRODUCER KING E. ADKINS INSURANCE AGY., INC. P.O. BOX 1120 406 CHARLES ST. LA PLATA MD 20646-				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED ALL SAINT'S ALL DAY CHILD CARE CTR., INC. 3 CHEVY CHASE CIRCLE CHEVY CHASE MD 20815-				INSURERS AFFORDING COVERAGE INSURER A ASSURANCE COMPANY OF AMERICA (ZURICH) INSURER B _____ INSURER C _____ INSURER D _____ INSURER E _____			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	PPS39456083	01/01/2003	01/01/2004	EACH OCCURRENCE	\$	1,000,000
			/ /	/ /	FIRE DAMAGE (Any one fire)	\$	1,000,000
			/ /	/ /	MED EXP (Any one person)	\$	10,000
			/ /	/ /	PERSONAL & ADV INJURY	\$	1,000,000
			/ /	/ /	GENERAL AGGREGATE	\$	2,000,000
			/ /	/ /	PRODUCTS - COMPROP AGG	\$	2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	PPS39456083	01/01/2003	01/01/2004	COMBINED SINGLE LIMIT (Ea accident)		
			/ /	/ /	\$ 1,000,000		
			/ /	/ /	MEDICAL INJURY (Per person)		
			/ /	/ /	BODILY INJURY (Per accident)		
			/ /	/ /	PROPERTY DAMAGE (Per accident)		
	GARAGE LIABILITY		/ /	/ /	AUTO ONLY - EA ACCIDENT		
	ANY AUTO		/ /	/ /	OTHER THAN EA ACC		
			/ /	/ /	AUTO ONLY AGG		
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	PPS39456083	01/01/2003	01/01/2004	EACH OCCURRENCE	\$	4,000,000
			/ /	/ /	AGGREGATE	\$	
			/ /	/ /		\$	
			/ /	/ /		\$	
			/ /	/ /		\$	
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	WC39456141	01/01/2003	01/01/2004	<input checked="" type="checkbox"/> WORKERS COMPENSATION LIMITS EL EACH ACCIDENT \$ 100,000 EL DISEASE - EA EMPLOYEE \$ 100,000 CL DISEASE - POLICY LIMIT \$ 500,000		
	OTHER		/ /	/ /			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS ATTN: LESLIE EMM							

CERTIFICATE HOLDER MONTGOMERY COUNTY, MARYLAND EARLY CHILDHOOD SERVICES/DHHS 7300 CALHOUN PLACE, SUITE 700 ROCKVILLE MD 20855-	ADDITIONAL INSURED: INSURER LETTER:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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Statement of Financial Responsibility

1. Is the applicant a subsidiary of or affiliated with any other organizations(s), corporation(s), or any other firm(s)?

YES _____

NO ✓

If yes, list each such organization, corporation or firm by name and address; specify the applicant's relationship, and identify the officers, directors or trustees common to the applicant:

2. Describe the plan for financing the program, if funds for the leasing of the facility and operating the program will be obtained from sources other the applicant's funds.

3. List sources and amount of cash available to meet equity requirements of the proposed venture:

- a. in banks (include names, addresses, telephone numbers and amounts)

Citibank 202 243-1543 \$87000
5700 Connecticut Ave., N.W. Washington, D.C. 20015

- b. by loans from affiliated or associated organization, corporation, or firms (include names, addresses, telephone numbers and amounts)

4. List the names and addresses of all bank references

Citibank
5700 Connecticut Ave., NW.
Washington, DC 20015

5. Financial condition of applicant – attach previous two years financial statements.

6. Bankruptcy:

Has the applicant or, if applicable, the parent corporation or any subsidiary or affiliated corporation of the applicant or said parent corporation, or other interested parties been adjudged bankrupt, either voluntarily or involuntarily, within the past ten years?

YES _____

NO ✓

If yes, give date, place and under what name:

7. Personal Interest: Does any member of the governing body of Montgomery County, Maryland, to which the accompanying application is being made, or any officer or employee of the aforesaid County who exercises any functions or responsibilities in connection with the carrying out of the project under which the program covered by the applicant's proposal is being made available, have any direct or indirect personal interest in the applicant?

YES _____

NO ✓

8. If the applicant wishes, additional statements can be attached as evidence of the applicant's qualifications and/or financial responsibility.

CERTIFICATION

I (We) _____

Certify that this applicant's Statement of Qualifications and Financial Responsibility and the attached information of the applicant's qualification and financial responsibility are true and correct.

I (We) also agree to comply with conditions stated in Montgomery County lease for child care spaced and that the scope of services as submitted in this completed application will be adhered to.

Joy L. Knight
Name

Program Director
Title

4301 Willow Lane
Address

Cherry Chase MD 20815
City, State and Zip

Joy L. Knight
Signature

3/5/03
Date

Bruce Kahan
Name

Executive Director
Title

3 Cherry Chase Circle
Address

Cherry Chase, MD 20815
City, State and Zip

Bruce Kahan
Signature

3/5/03
Date

NOTIFICATION OF PROPRIETARY INFORMATION

Please use this form to identify and **financial information** included in your application for child care space at the Leland Community Center Child Care Facility which is not Public Information.

Name of Applicant All Saints' All Day Child Care Center, Inc.

Indicate specific pages or attachments which are proprietary financial information:

Signature

Bruce Kahan

Date

3/5/2003

Please return this form with your application.

"Procedure for Implementing the Revised Policy
for Waivers of Capital Cost Fee"

In the February 1991 Fee Structure and Debt Service Report certain specific provisions for waiver of capital cost recovery fee were recommended for inclusion in the County policy for Rental Rates for Child Care. These recommendations were approved in April 1991.

Centers which meet any of the following criteria for waiver may apply in writing for waiver of the capital cost fee. The waiver shall apply to the entire facility. Waiver application must be submitted at lease renewal or review.

- 1) The Center shall enroll and provide care to families eligible for or enrolled in Child Care tuition subsidy programs (D.S.S. Purchase of Care and/or Working Parents Assistance Program). Families receiving subsidy shall comprise at least 30% of licensed capacity. The provider shall accept as full tuition payment the face value of vouchers issued by the DSS Purchase of Care Program. Written verification of meeting this requirement shall be required, or
- 2) The provider will serve Infants and Toddlers in Child Care, as defined by the State of Maryland Child Care licensing regulations for Group Child Care. The children served will be in space administered, operated or funded by Montgomery County Government, specifically for Infant Care and/or required by tenant selection for that specific center, or

(Other sites which may choose to offer care to infants are not automatically granted waiver, but will be considered on a case by case basis. Determination of waiver application will be made jointly by DFS and DFR based on demonstrated community need and/or appropriateness of space)

- 3) The provider will serve children with handicapping conditions as designated or defined by physician or authorized agency. Waiver will be considered on a case by case basis for sites which meet the following criteria:
 - an approved plan for special need care must be on file with Child Care Administration
 - provider must document that enrollment of the child(ren) causes substantial additional cost to the program (additional staff, space modification performed at the provider's expense, specialized equipment) and that this cost has ongoing impact to financial viability of program, or,

Exhibit C

- 4) Centers may apply for consideration of waiver if #1 and #3 partially apply. DFS may waive all or a portion of capital cost fee if cost to the program of these combined factors is equal to or greater than capital cost fee.
- 5) Annual certification with documentation shall be required. Waivers will be forfeited by programs which provide incomplete or inaccurate information. If determined by DFS and DFR that waivers were not legitimate for a lease year, the capital cost fee for that year shall be applied to the following lease year.

APPLICATION FOR WAIVER OF CAPITAL COST RECOVERY FEE

Indicate which waiver provision(s) your program is applying for

1. 30% Voucher Service _____
2. Infant Care _____
3. Special Needs Care _____
4. Combination Waiver _____

Indicate time period (this should match your annual lease term)

Start date _____

End date _____

Explain how your program meets the provisions of the waiver policy and present documentation for verification by County Government. (You may use additional pages as necessary).

I (we) certify that this Waiver Application and any attached documentation are true and correct to the best of my (our) knowledge and belief:

Name

Name

Title

Title

Address

Address

City, State and Zip

City, State and Zip

Signature

Signature

Date

Date

Equipment Inventory
Prepared by:

Facility

All Saints
Leland

Check box to indicate who provided the item

Equipment	Quantity	County	Provider	N/A	Comment
Playground Equipment		1			
Stove		1			
Oven		1			
Washer		1			
Dishwasher		1			
Dryer		1			
Refrigerator	1	21			
Freezer					
Microwave			3		
Storage Shed		1			

Exhibit D